

Business Improvement District
318 Central Avenue
September 13, 2018

Board Present: Andrew Ferrin, Garry Hackett, Max Grebe, Jason Madill, Travis Neil, Sheila Rice via video conference
Board Absent: Alison Fried
Staff Present: Joan Redeen
Guests Present: Brett Gaare, Kellie Pierce

- I. **Call to order & Roll Call:** Andy called the meeting to order at 9:05am; roll call of all present, a quorum was established.
- II. **Guests:** No guests wished to address the board at this time.
- III. **BID Board:** Discussion on Conflict of Interest; Jason & Andy noted that there are grant applications to be considered that they will have a conflict of interest in regard to.
- IV. **Approval of minutes from 8-9-18 Board meeting:** Max motioned to approve the meeting minutes from the 8/9/18 Board meeting, as presented. Sheila seconded. **Motion passed unanimously.**
- V. **Financials:**

Audit: Brett reported on the draft of the audit for FY 2018, a copy of which had been emailed to the board for their review prior to the meeting. Discussion followed on the possible loss on the sale of the Johnson building, that loss will be recorded on the FY2019 audit. The auditor had inquired if the BID was required to have a balanced budget; Joan noted that the City's response was that the BID must function within the limits of the financial resources available to them. The auditor recommends that the BID have a budget with the expenses exceeding the revenue, utilizing the revenue saved up from prior years. The Board agreed that carryover funds would equate to resources available to the BID. Discussion followed on when the BID should make budget amendments; Joan noted that the City won't do any budget amendments for the BID, but the Board can make budget amendments at their June board meeting each year, if they wish to do so. The official budget the auditor works from is the budget the City approves. Sheila motioned to approve the audit, with one amendment to the finding as follows: "The City will not make budget amendments on behalf of the BID, but the BID has enough cash in reserves to cover additional expenditures." Jason seconded. **Motion passed unanimously.**
- II. **Guests:** Kellie reported that Music on the Mo was successful, the wrap-up meeting is today, and they'll be discussing what next summer might look like. They held an Uptown Goes Downtown event with the University and it was successful. Ghost Tours ticket sales will go live this afternoon; they are being held 10/25, 10/26 & 10/27. The Stroll button voting will be live; there will be two different buttons this year with one child entry and one adult. DGFA is looking for the City's Christmas tree. They held their first Night Market and it was hugely successful with 18 vendors who wish to do it again. They'll be doing a Ladies Night on November 15th.
- V. **Financials, continued:**

Monthly Financials: The Board received the August financials via e-mail. There being no further discussion on the financials, Max motioned to approve the 8/31/18 financial statements which include the Balance Sheet, P&L, and the P&L/Budget comparison. Garry seconded. **Motion passed unanimously.**
- VI. **Grant Programs:**

Grant Applications:
The new grant schedule for FY 2019 was provided to the board.
Joan reported that Sora & Company needs to submit their bills for labor and electric and that grant will be ready to be paid out.

410 Central Ave: Joan reported that a Business Incentive Grant application was received for 410 Central Ave, Suite 319 for Hoffman Law Office. The Board received the application via email. Travis motioned to approve the Business Incentive grant for \$710. Max seconded. Jason abstained. **Motion passed.**

410 Central Ave: Joan reported that an Interior Grant application was received for 410 Central Ave, Suite 319 for Hoffman Law Office. The Board received the application via email. Garry motioned to approve the Interior grant for \$1,440. Max seconded. Jason abstained. **Motion passed.**

The Block: Joan reported that a Business Incentive Grant application was received for 4 5th Street South for The Block. The Board received the application via email. Max motioned to approve the Business Incentive grant for \$1,000. Jason seconded. Andy abstained. **Motion passed.**

410 Central Ave: Joan reported that a Business Incentive Grant application was received for 410 Central Ave, Suite 409 for Believe Therapeutic Services. The Board received the application via email. Max motioned to approve the Business Incentive grant for \$1,187. Travis seconded. Jason abstained. **Motion passed.**

410 Central Ave: Joan reported that an Interior Grant application was received for 410 Central Ave, Suite 409 for Believe Therapeutic Services. The Board received the application via email. Discussion followed on allowable expenses; blinds & business placard were deemed as not allowed. Jason informed the board that the blinds are room darkening so their observation room window works properly; it was specific to their observation area. Max motioned to approve the Interior grant for \$2,100. Travis seconded. Jason abstained. **Motion passed.**

Discussion followed on the possible payout on the 410 Central Ave Outdoor Living Grant; several board members plan on touring the building to see the status and figure out allowable expenses.

NS Properties: Joan reported that a Façade Grant application was received for 512 Central Ave. The Board received the application via email. Discussion followed on the phases of this project; the Board agreed that upon completion of Phase I the property owner can submit for a partial payout (the max partial payout for Phase I would be \$4,038). Max motioned to approve the Façade grant for \$12,038. Travis seconded. **Motion passed unanimously.**

NS Properties: Joan reported that an Interior - Developer Grant application was received for 512 Central Ave. The Board received the application via email. Max motioned to approve the Interior – Developer grant for \$9,225. Travis seconded. **Motion passed unanimously.**

Discussion followed on the Business Incentive Grant program; the Board noted that if there are two, separate tax ID numbers each would be eligible for a Business Incentive Grant.

Joan reported that the following grants have been paid out, as of this meeting: Hoffman Law Office Interior Grant and Business Incentive Grant; The Block Business Incentive Grant; Canyonville Business Incentive Grant; and Believe Business Incentive Grant.

VII. Old Business:

Beautification: BACI: Joan reported that the BACI group completed the crosswalk art project at 3rd Street and Central; they plan to complete additional artwork in crosswalks up to 8th Street.

Sound System: Joan continues to wait on the electrician to get the sound system electrical outlets situated.

Traffic Signal Box: Joan reported that the box at the corner of 5th Street and Central is done.

Vehicles: Joan reported that the Cat and the Truck are done. The Board was invited to see the vehicles.

Holiday Décor: Joan reported that she's asked Tilleraas to provide an estimate for hanging baskets that are not live.

Flags: Garry inquired if a property owner could put out a flag of their own in the brackets. Joan reported that the BID owns the flag brackets and she has recently acquired new poles; she is also seeking bids on new welcome flags. Jason recommended putting flags out a week before an event, so the community knows an event is happening soon.

Downtown Great Falls Association: Kellie reported under Guests.

Downtown Partnership: Joan reported that the Partnership meets next on 9/26; the annual meeting will be held in conjunction with the regular meeting on 10/24 at NWGF.

Pedlet Program: Joan reported that the pedlets are in progress; after consulting with the City we accepted the low bid; Montana Metal Works is the contractor. Five bids were solicited for, via email; two bids were received. Discussion followed on the Montana Main Street grant program; submission for payout will take place once the pedlets are completed.

Downtown Safety Alliance: Joan reported that the final Business Watch will take place on 9/11; in the eight years the program has been running there have been over 40 speakers and over 700 attendees. There will be a change in the program for next year, with one or two seminars possibly over a lunch hour; Joan and Carol Bronson continue to work on this.

Montana Downtown Conference: Joan reported that she is registered to attend; the conference is Thursday 10/25 and Friday 10/26 in Bozeman. Joan noted that she is registering our staff member, Will Combs to attend as well. Travis and Andy both expressed interest in attending.

Parking Commission: National PARK(ing) Day is next Friday 9/21; the location will be right in front of the Downtown office.

Personnel: There was nothing to report at this time.

Renewal 2019: The BID is currently at 22.57% in favor of renewal. Jason inquired what percent the City's ballots makeup; Joan will do that calculation and provide that to the Board. Joan noted that she is sending the spreadsheet to the board every Friday; all board members have received the packets for the property owners they are visiting with; the packets include the BID 10-year report, the ballot and a self-addressed stamped envelope so the owner's can return their ballots. The requested deadline is October 1. The Board also received copies of the 10-year report.

Joan answered Garry's question in regard to what happens with BID assessments if renewal doesn't pass; the City noted that any funds would be returned to the property owners. The City Attorney did note that the BID's Bylaws have no plan in place for dissolution; Montana Code has no guidelines for dissolution. It has been recommended that the BID create a dissolution plan in the Bylaws.

Joan reported that the County is meeting on Tuesday 9/25 at 9:30am to discuss the BID renewal ballot in regard to Parcel 194100, the City-County Health Department. At this time, it appears the county commissioners will vote against BID renewal. The Board discussed the fact that the County believes they should be exempt from a BID assessment just as the City is; the City has noted that they provide in-kind services to the BID, whereas the County does not. Joan also explained to the Board that the City wishes to have reassurance that the BID will not attempt to impose an assessment on any of the City's parcels within the BID boundaries before they will sign the BID renewal ballots.

Jason motioned that, with the understanding that the City will vote in favor of BID renewal, the BID will agree to not attempt to assess the City's parcels located within the BID boundaries, parcel numbers 158200, 160750, 161950, 191200, 191850, 192000, 193500, 194000, 1886100, 1887600, & 1888304, as long as the City is the owner of said parcels, in lieu of the services the City has historically provided and will continue to provide to the BID for the next 10+ years. Travis seconded. **Motion passed unanimously.**

Travis motioned that, with the understanding that the County will vote in favor of BID renewal, the BID will agree to not assess the County's parcel located within the BID boundaries, parcel 194100, as long as the County is the owner of the parcel. Effective July 1, 2019, the BID will treat the County no different than the City in lieu of services, as historically provided, by the County to the BID. Max seconded. **Motion passed unanimously.**

Rocky Mountain Building: Sheila reported that the property has been sold to another party; the motion previously made in regard to the BID purchasing the building and selling it to NWGF is rescinded as a result of the current sale. Joan noted that the sale of the building is to the Community Health Care Center; an entity that is separating itself from the City-County Health Department. This will be a private, non-profit that is not governmental. The new owners have been invited to speak at the next BID Board meeting in October, so we can hear what their plan is for the building. Sheila reported that the Community Health Care Center will be providing health care to a very broad population; they do emphasize healthcare to low income, but they also have a large number of

private-pay patients. Max noted that they belong to the Montana Primary Care Association; essential primary care & immediate care. Joan added that they have already gone public with an RFP and it lists the BID grant programs as a resource for the project; anyone that bids the job must be familiar with our programs and apply for them. The Board discussed the grant programs available for the project and other options, including Special Projects.

Work Plan 2019: The Work Plan for FY2019 is being worked.

VIII. **New Business:** Joan shared a thank you note from Alliance for Youth in regard to the Business Incentive Grant they received.

Joan reported that the D&O insurance is due to renew in October; the Board noted no changes were needed to this policy, at this time. We currently have \$1M in coverage and our location was updated when we moved.

Joan reported that we have some murals that will appear downtown very soon they'll be outside of the BID thanks to a grant NWGF has received; a new sculpture of a life-size horse should be installed downtown by next spring; an idea is brewing for a project that could fit in well on the Times Square building, if they are willing to participate.

Joan reported that the Johnson Hotel building is looking at elevator work and will be pursuing the BID's developer grant toward that work. She added that she will attend their next association meeting to meet with the owners about BID renewal. She also noted that we have two tenants who have small balances with the BID for their utility reimbursement; all other tenants have paid in full.

IX. **Public Comment:** No public comment currently.

X. **Adjournment:** Meeting adjourned at 11:12am.

Andy Ferrin, Chair

Joan Redeen, Staff

Date: _____

Date: _____